

**Town of Scituate
Position Description**

Position Title: Property Maintenance Worker, Facilities Department

Statement of Duties:

Performs varied general repairs and maintenance on building systems and components, throughout all public facilities. All related duties as required or assigned.

Supervision:

Appointed by the Town Administrator, receives daily direction from Director of Facilities or Assistant Director of Facilities for performing all job tasks.

Job Environment:

Routine work in the maintenance and repair of town and school buildings within well-established guidelines, statutes, codes and regulations. Job requires regular travel between various buildings and locations to trouble-shoot and diagnose problems, research and obtain information, assists with building projects, plans and inspections. Some tasks performed outside during inclement weather. Errors could result in injury, liability and adverse public relations.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- 1) Perform varied general carpentry maintenance and repairs
- 2) Assist Facilities Director by obtaining vendors quotes, meeting with prospective bidders and developing specifications for work in compliance with MGL Chapter 30B and 149 et al.
- 3) Meets with contractors and insurance carrier for building losses and claims
- 4) Serves on Town Safety Committee and directly responsible for building loss control recommendations from insurance carrier, implements and monitors changes
- 5) Fulfills departmental work order requests as directed by supervisor(s)
- 6) Perform building inspections and reports as needed
- 7) Assist in snow removal function and reports as first responder to assist with emergency situations.
- 8) Assists with implementation of ESCO projects, attends meetings, coordinates work
- 9) Perform general painting and patching.

- 10) Perform minor plumbing and electrical repairs as needed. Calls vendors for assistance as needed or warranted.
- 11) Perform preventative, routine and emergency maintenance duties as directed.
- 12) Provide assistance with office and furniture moves and event set-ups as needed.
- 13) Perform minor HVAC preventive maintenance, monitors performance and calibration, reports problems to supervisor.
- 14) Performs special projects or work assignments as directed by supervisor (s)
- 15) Additional duties as directed.

Minimum Recommended Qualifications

High school diploma/GED required; trade school or trades experience preferred. Associates or Bachelor's Degree desired. Three to five years progressive and related work experience with knowledge of all building trades and components and HVAC systems.

Knowledge, Skills and Abilities

Ability to operate various machines and power tools. Ability to handle varied work order assignments and to undertake and complete assigned project tasks. Ability to work with minimal supervision and to complete work professionally. Professional demeanor and safe work habits.

Thorough working knowledge of building construction techniques and practices. Working knowledge of town government helpful. Familiarity with state procurement laws. Knowledge of building systems, such as HVAC, utilities, life safety, security alarms, building hazards and loss control.

Ability to interact in a positive and effective manner with the public and employees at all levels in the organization. Excellent verbal and written communications skills. Technical writing skills for proposal and grant applications.

Special Requirements

Massachusetts Driver's License with safe driving record

CORI Clearance

Physical Requirements

Employee works in normal office conditions but mostly in the field in town/school buildings and construction sites. Employee is required to sit, talk, listen and use hand more than 2/3's of the time; stand, walk, stoop, kneel, crouch, crawl, and reach with hands and arms up to 1/3rd of the time. Work requires some agility and physical strength, such as moving in or about sites or over rough terrain or standing or walking. Occasionally may lift heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Normal vision is required for the position. Equipment operated includes office machines and computers, motor vehicle.

Interested applicants should send cover letter, resume, three references and completed town application to Sheila Manning, Office of the Town Administrator, 600 Chief Justice Cushing Highway, Scituate, MA 02066. No phone calls please. Position open until filled but review of applications will begin July 14. Salary DOQ. AA/EEO.

PAV;7/14